

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AIR FORCE INSTRUCTION 91-207**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**19 OCTOBER 2005**

**Safety**

**THE US AIR FORCE TRAFFIC SAFETY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**



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**AFI 91-207, 1 October 1995, is supplemented as follows:**

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**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** It requires seatbelt checks to be conducted if usage drops below 95 percent (paragraph 5.3); prescribes requirements for all terrain vehicle (ATV) personal protective equipment (PPE) and training (paragraph 5.4), the motorcycle mentorship program (paragraph A2.6), and under-26 annual driver's safety training (paragraph A2.7); adds rules for motor-assisted scooters in the traffic environment (paragraph 11.1); and requires unit commanders to conduct a high-risk assessment of all unit motorcyclists (paragraph 13.4).

1.3.2. Commanders will ensure dedicated classroom facilities are available to support the traffic safety education (TSE) program. Unit commanders will schedule personnel to attend appropriate TSE programs.

1.4. (Added)(AETC) Chiefs of safety in AETC units will:

1.4.1. (Added)(AETC) Report TSE summaries on AETC IMT 740, **Ground Mishap and Safety Education Summary**, according to AFI 91-224/AETC Sup 1, *General Safety Investigations and Reports*. Course data will be reported for the month the course is completed.

1.4.2. (Added)(AETC) Ensure the wing or group commander is aware of funding requirements to support the TSE program such as motorcycle safety instructor certification training and Course V, Driver Improvement Program (DIP). **NOTE:** For information about Course V, see Attachment 2, paragraph A2.5, of the basic AFI.

1.4.3. (Added)(AETC) Monitor classroom activities periodically to ensure a high degree of professionalism and training among classroom instructors.

1.5. (Added)(AETC) Base ground safety managers (GSM) will publish, schedule, and allocate training quotas to units, as applicable. Units will select and schedule appropriate personnel to attend. Personnel will be scheduled to attend Course II, Local Conditions, as part of the newcomer's orientation program. **NOTE:** For information about Course II, see Attachment 2, paragraph A2.2, in the basic AFI.

3. Unless stipulated in their contract, contractor personnel are not required to attend TSE courses.

4.2. The GSM will periodically monitor courses to ensure contract compliance and course content. The GSM may request a unit-funded safety assistance to HQ AETC/SEG to evaluate performance. **NOTE:** This requirement is not applicable to AETC units assigned to non-AETC installations.

5. Paragraphs 5.1 and 5.3 of this supplement provide guidance on occupant protective devices (hereafter referred to as "seatbelts") contained in the AETC Seatbelt Program.

5.1. Commanders will implement a viable seatbelt program. The safety staff will promote the use of seatbelts through an ongoing publicity and educational program that focuses on the benefits of using seatbelts. Unit commanders, supervisors, and security forces personnel will enforce the program. Seatbelt enforcement methods should be prescribed in local procedures.

5.3. Full-time AETC installation safety personnel (1S0X0, GS-018) will survey 100 vehicles per quarter. The survey will involve observing vehicles in the traffic mode for seatbelt usage. The safety staff will publicize survey results and brief the results to the wing commander. Survey results will also be briefed, as applicable, at Occupational Safety and Health Council meetings. If seatbelt usage rates drop below 95 percent during the surveys, seatbelt checks will be conducted. These checks will involve stopping vehicles to determine whether the occupants are wearing seatbelts. AETC IMT 704, **Occupant Restraint Device Survey**, will be used to document the checks. Personnel not wearing seatbelts during checks will be identified to their unit commander.

7. This restriction also applies to privately owned and contractor vehicles.

11. AETC personnel *must* wear helmets. In addition, they *should* wear protective clothing (elbow and knee pads and wrist guards) while skating (including skateboarding, rollerblading, and rollerskating) on DoD installations. This requirement must be addressed in the local installation traffic code.

11.1. (Added)(AETC) **Mandatory Rules for Motor-Assisted Scooters in the Traffic Environment.** The operator of a motor-assisted scooter (a lightweight, motorized vehicle such as a Go-Ped<sup>®</sup>) will: (**NOTE:** The local unit may prohibit the operation of any motor-assisted scooter on any street or highway if such prohibition is necessary in the interest of safety. Use of this vehicle on the airfield and around aircraft will be determined locally.)

11.1.1. (Added)(AETC) Not drive on a pedestrian sidewalk, troop walk, running track, or tennis court.

11.1.2. (Added)(AETC) Ensure his or her scooter has a functional rear reflector and headlight that meets state and/or local requirements for onbase operation during hours of reduced visibility.

11.1.3. (Added)(AETC) Wear a reflective outer garment when riding during periods of darkness or reduced visibility.

11.1.4. (Added)(AETC) Wear a bicycle helmet.

11.1.5. (Added)(AETC) Not wear a radio- or walkman-type headphone while riding. **NOTE:** This also applies to bicycles.

11.1.6. (Added)(AETC) Ride with the flow of traffic and obey all traffic signs and signals.

13. Unit commanders:

13.1. (Added)(AETC) Will ensure all eligible motorcyclists are promptly identified and scheduled for training and testing.

13.2. (Added)(AETC) Will appoint a person to serve as the unit motorcycle monitor. This monitor will be the focal point for motorcycle training, licensing, and registration information. He or she will also ensure supervisors brief their personnel at least annually on motorcycle training and registration, as well as prohibitions against the loaning or borrowing of motorcycles.

13.3. (Added)(AETC) May require an operator to demonstrate riding proficiency to the installation's Motorcycle Safety Foundation-certified instructor if the operator has not operated a motorcycle for an extended period or is operating a different type of motorcycle than he or she was trained on.

13.4. (Added)(AETC) Will use the operational risk management (ORM) program guidelines in Attachment 3 (Added)(AETC) of this supplement to evaluate unit motorcycle operators. The program was designed to assist commanders with before-the-fact mishap prevention; that is, to identify the people most at risk and take action to prevent a serious mishap.

13.5. (Added)(AETC) Should annually survey unit motorcyclists to ensure they have registered their motorcycles and received training.

14. Unit commanders, supervisors, and security forces personnel will enforce the motorcycle safety requirements.

15.1. When towing equipment, all terrain vehicles (ATV) will not exceed manufacturer-recommended weight limits. ATVs will not be operated in hazard-classified locations where sparks or vehicle exhausts could create an explosion or fire.

15.2. Prior to operating a privately owned ATV off base in an off-duty status, personnel are highly encouraged to complete the Specialty Vehicle Institute of America's (SVIA) ATV Rider Course. Locations and times for the course can be found at the SVIA's Web site (<http://www.svia.org>).

15.4. Personnel operating privately owned ATVs off base will comply with the personal protective equipment (PPE) requirements of the basic AFI. Failure to wear PPE may be considered in making a line-of-duty determination if the person is injured because he or she did not wear PPE.

15.6. (Added)(AETC) Ground safety will review each purchase of golf carts, other similar vehicles, and/or low speed vehicles in accordance with AFPAM 91-210, *Contract Safety*.

18. In addition to the documentation required by the basic AFI, Course II and any other traffic safety courses completed by a person assigned to Air Force Recruiting Service (AFRS) will be documented and maintained at squadron level.

20. Bicyclists must ride *with* the traffic flow (not *against* it) and wear a reflective outer garment when riding during periods of reduced visibility. Additionally, bicycle headlamps, rear lights, and/or rear reflectors must meet state and/or local requirements for visibility during periods of reduced visibility. These requirements must be briefed at newcomers orientation and included in the installation traffic code.

**21. (Added)(AETC) IMTs Prescribed.** AETC IMTs 704, **Occupant Restraint Device Survey**, and 708, **Commander's Motorcycle Safety Interview**.

**22. (Added)(AETC) IMT Adopted.** AETC IMT 740, **Ground Mishap and Safety Education Summary**.

**NOTE: The following are added to Attachment 1:**

***References***

AFMAN 37-123, *Management of Records*

AFI 91-202 and its AETC Sup 1, *The US Air Force Mishap Prevention Program*

AFI 91-204/AETC Sup 1, *Investigating and Reporting US Air Force Mishaps*

AFPAM 91-210, *Contract Safety*

AFI 91-224, *Ground Safety Investigations and Reports*

Air Force Records Disposition Schedule (RDS)

***Abbreviations and Acronyms***

**AFRS**—Air Force Recruiting Service

**ORM**—operational risk management

**TSE**—traffic safety education

A2.2.1. AETC wings conducting Course II will include an audiovisual presentation supported by a written script and sequence outline. Seatbelt policies must be adequately covered during the course. The GSM will review the course semiannually, ensure it is current, and document his or her review. (In AFRS, Course II will be conducted at the squadron headquarters during inprocessing. The squadron safety representative will review this course semiannually.) In addition to topics required by this paragraph in the basic AFI, the following topics should be addressed at AETC units on AETC installations: (**NOTE:** At AETC units assigned to non-AETC installations, personnel must be briefed on asterisked items, as a minimum.)

A2.2.1.1. (Added)(AETC) Commander's policies for use of safety belts.

A2.2.1.2. (Added)(AETC) Command and installation policy for operating, licensing, training, and registering motorcycles.

A2.2.1.3. (Added)(AETC) Prohibitions against borrowing or loaning motorcycles to unqualified operators.\*

A2.2.1.4. (Added)(AETC) Mandatory riding equipment and apparel for motorcyclists on the installation and for military personnel off the installation (regardless of duty status).

A2.2.1.5. (Added)(AETC) Prohibitions against transporting personnel in the bed of private or government trucks where no fixed seats are installed (except during demanding circumstances or contingency requirements with the applicable commander's approval).\*

A2.2.1.6. (Added)(AETC) AETC High-Risk Activities Program.\* (See AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*.)

A2.2.1.7. (Added)(AETC) Marching troops, if applicable.

A2.2.1.8. (Added)(AETC) Any unusual traffic signs or conditions (for example, roads under construction, do-not-enter signs, snow removal equipment).

A2.2.1.9. (Added)(AETC) Locations (both on and off base) where trends indicate mishaps, traffic violations, or other problems may occur.

A2.2.1.10. (Added)(AETC) Bicycle safety.\*

A2.2.1.11. (Added)(AETC) Driving while under the influence of alcohol and/or drugs, including local laws, commander's policies, and penalties.

A2.2.2. Newly assigned personnel will attend Course II within 30 calendar days after their arrival.

A2.2.3. (Added)(AETC) Personnel on TDY to an AFRS organization or location who are unfamiliar with the local area will receive an AFRS traffic safety briefing if they intend to drive in that area. This briefing will be tailored to the needs of the visitor. The purpose of this briefing is to help ensure the safety of the visitor. Only traffic items unique to the TDY location will be briefed; generic or obvious items will not be briefed.

A2.3.1. ATV training will be conducted by certified SVIA instructors using the approved SVIA course curriculum. Organizations will ensure sufficient SVIA trained instructors are available to support their program. Funding for instructor training is the responsibility of the owning organization. Course locations and times can be found at the SVIA's Web site: (<http://www.svia.org>).

#### **A2.7. (Added)(AETC) Under-26 Traffic Safety Training:**

A2.7.1. (Added)(AETC) Vehicle accidents are the single greatest cause of lost workday incidences in the Air Force, and the majority of mishaps occur to those under the age of 26. Installation and GSU ground safety staffs will conduct traffic safety refresher training annually for assigned permanent party personnel under the age of 26. Training will be conducted in a classroom, auditorium, or seminar setting. Units are encouraged to conduct this training as part of their annual 101 Critical Days Safety Day. Training should highlight at least the following items:

A2.7.1.1. (Added)(AETC) Impaired driving.

A2.7.1.2. (Added)(AETC) Use of PPE.

A2.7.1.3. (Added)(AETC) Effects of fatigue.

A2.7.1.4. (Added)(AETC) Risks of excessive speed.

A2.7.1.5. (Added)(AETC) Personal risk management.

A2.7.1.6. (Added)(AETC) Key trends (Air Force and base wide).

A2.7.1.7. (Added)(AETC) Other areas that reinforce traffic safety awareness.

A2.7.2. (Added)(AETC) HQ AETC/SEG will periodically supply units with commercial off-the-shelf products (for example, traffic safety videos, fatal vision goggles) for use during this annual training. Use of local personnel (security forces, highway patrol, sheriff's department, drug and alcohol counselors, mothers against drunk drivers, etc.) during the training is highly encouraged. Unit commanders will identify eligible personnel and ensure course attendance. (Documentation of attendance must be maintained by the unit safety representative for 1 year.) The safety staff will develop an alternative training method for personnel who are in remote locations or unable to attend the course due to mission requirements. Safety staffs will evaluate unit support of this initiative during annual safety inspections.

**A2.8. (Added)(AETC) Motorcycle Mentorship Program.** A motorcycle mentorship program will be established to provide both experienced and inexperienced operators an opportunity to share information

and be better equipped to ride safely. Program requirements are as follows:

A2.8.1. (Added)(AETC) A read file of current, up-to-date motorcycle safety information will be established.

A2.8.2. (Added)(AETC) Motorcycle logos, coins, or patches will be established to build an esprit de corps and develop each motorcyclist's desire to be part of a team and share responsibility for other motorcyclists' safety.

A2.8.3. (Added)(AETC) Mentors will be selected to mentor new, inexperienced riders (defined as those with less than 1 year of riding experience). Commanders, in conjunction with safety advisors, will identify the most capable, mature riders based on experience and demonstrated proficiency. (This proficiency is not based on age, but on extensive motorcycle operating experience in various environments.)

A2.8.4. (Added)(AETC) New rider-to-mentor ratio should not exceed 3 to 1.

A2.8.5. (Added)(AETC) Mentor responsibilities include, but are not limited to:

A2.8.5.1. (Added)(AETC) Conducting monthly meetings with new riders.

A2.8.5.2. (Added)(AETC) Reviewing recent mishaps and causes with unit riders.

A2.8.5.3. (Added)(AETC) Advocating personal risk management decision making to unit riders.

A2.8.5.4. (Added)(AETC) Highlighting seasonal conditions and their affect on safe motorcycling.

A2.8.5.5. (Added)(AETC) Addressing motorcycle maintenance concerns.

A2.8.5.6. (Added)(AETC) Briefing local hazards to unit riders.

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Director of Safety

***1 Attachment (Added)(AETC)***

**3. Program Guidelines for Identifying High-Risk Military Motorcycle Operators**

## Attachment 3 (Added)(AETC)

### PROGRAM GUIDELINES FOR IDENTIFYING HIGH-RISK MILITARY MOTORCYCLE OPERATORS

**A3.1. (Added)(AETC) Overview.** This program has been developed as an ORM process for squadron and flight commanders to use “as is” or modify to meet their needs. The intent of the program is to help commanders identify military motorcycle operators who may be at increased risk.

**A3.2. (Added)(AETC) Elements.** The program consists of two elements—the use of a questionnaire (AETC IMT 708, **Commander's Motorcycle Safety Interview**) and a mishap probability factor worksheet (Table A3.1 [Added][AETC]), as follows:

A3.2.1. (Added)(AETC) AETC IMT 708 will be completed by every military motorcycle owner or operator assigned to the squadron. The supervisor, unit commanders, or section commander will review the individual's AF IMT 708 and other unit records to develop a profile of the individual. He or she will consider the individual's on- and off-duty behavior and attitude (compliance versus noncompliance). The IMT and information obtained from other unit records will be used to complete Table A3.1 (Added)(AETC).

A3.2.2. (Added)(AETC) In Table A3.1 (Added)(AETC), points have been assigned to each area or question to help determine the individual's mishap probability. However, this is only an indication that the individual may be at risk. Commanders must evaluate each individual on a case-by-case basis to determine his or her mishap probability factor.

**Table A3.1. (Added)(AETC) Determining the Mishap Probability Factor.**

I T E M	A	B	C	D	E
	Area	Indicator	Points (note 1)	Explanation	Recommendations
1	Age	Less than 26 years old	2	Air Force statistics indicate this group experiences a greater percentage of mishaps.	Be aware of the added risk factor.
2	Marital status	Single, divorced, or separated		Single persons are prone to take more risks.	
3	Grade (Rank)	SSgt, 1st Lt, or below		Air Force statistics indicate this group experiences a greater percentage of mishaps.	
4	Duty performance	Article 15	3	Poor performance and bad conduct are indicators of irresponsibility.	Needs counseling.
5		Letter of reprimand	2		
6		Letter of counseling	1		

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Area</b>	<b>Indicator</b>	<b>Points (note 1)</b>	<b>Explanation</b>	<b>Recommendations</b>
<b>7</b>	Motorcycle operation	No training	3	Untrained persons tend to have mishaps.	Schedule for Motorcycle Safety Foundation (MSF) training.
<b>8</b>	Traffic violation	Points assessed for each moving violation	As assigned by law enforcement authority.	Self-explanatory	Schedule for Course V, DIP, if applicable.
<b>9</b>	Traffic accidents	If contributed	1		Schedule for Course V, DIP, if applicable.
<b>10</b>		If found at fault	2		
<b>11</b>	Financial responsibility	Per incident	2	Bounced checks indicate irresponsibility.	Refer to family support for assistance.
<b>12</b>	Personal problems (marital problems, emotional stress, child neglect or abuse, or spouse abuse charges)			Persons with personal problems tend to be preoccupied.	Refer to chaplain, family support, or mental health for assistance.
<b>13</b>	Drug and alcohol		4	Self-explanatory	Refer to the behavioral health flight for the Drug and Alcohol Prevention (ADAPT) Program.
<b>14</b>	Miscellaneous (note 2)		2	Persons with personal problems tend to be preoccupied.	Needs counseling and/or other types of assistance.

**NOTES:**

1. Total points assessed are as follows:
  - 1.1. For 0 to 11 points, it is the supervisor's option.
  - 1.2. For 12 to 19 points, commanders will inform individuals of their mishap probability factor and encourage or direct them to seek assistance, where applicable, to lower this factor. Commanders should restrict motorcycle operation and schedule individuals to attend the MSF Experienced Rider Course.
  - 1.3. For 20 or more points, commanders will conduct monthly counseling or interviews with individuals to determine their progress toward reducing their mishap probability factor. Individuals will be scheduled to attend a driver improvement course or motorcycle safety course.



2. Any factor applicable to the individual (such as a bad or poor attitude, aggressive behavior, etc.) that is not covered in other categories.

**A3.3. (Added)(AETC) Goal.** Individuals identified as high-risk motorcycle operators will be notified, counseled, periodically monitored, and, if applicable, enrolled in a motorcycle safety class. The goal of the program is to identify persons who may be at risk and provide them with assistance to reduce their likelihood of a mishap. It is not a punitive measure.

**A3.4. (Added)(AETC) Promoting the Program.** The key to the program is personal involvement by commanders and supervisors. They must promote the program as a positive initiative designed to help the individual by demonstrating a sincere interest in his or her welfare.